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INTERIM PROCEDURES GOVERNING PAYMENT OF SALARY DIFFERENTIAL TO EMPLOYEES AWAY FROM THEIR OFFICIAL POSTS OF DUTY ON TEMPORARY ASSIGNMENT OR TEMPORARY DUTY

OGC Has Reviewed

1. Pursuant to the Standardized Regulations (Civilian Employees, Foreign Areas) issued 6 June 1953 any employee on temporary assignment or temporary duty away from his permanent station not classified for differential to a post or area which is so classified, or away from his permanent station which is classified for differential to a post or area classified at a higher rate, when it shall have been determined by appropriate personnel documentation that the contemplated duration of the temporary assignment or duty is sixty calendar days, or that its actual duration was sixty calendar days or more, shall be entitled to differential at the rate prescribed for the post or area to which assigned. Likewise, any employee on temporary assignment or temporary duty away from his permanent station which is classified for differential to a post or area which is not classified, or classified at a lower rate, for a period of more than fourteen consecute calendar days counted from date of arrival at such post or area, shall be entitled to differential at the rate prescribed for the post or area to which assigned.

2. In order for an employee to receive payment for additional differential due by reason of 60 days or more temporary assignment or duty he must file claim with headquarters showing therein his completed travel itinerary. No payment will be made unless the claim is also supported by a proper personnel action authorizing the detail and a copy of the travel order involved.

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3. Before an employee may be authorized to travel from his permanent station which is classified for differential to a post or area of lower classification where it is estimated he will remain at the lower classified post for 14 or more consecute calendar days, prior approval of the travel must be obtained from headquarters and the authorization must be reduced to writing showing the proposed itinerary. Headquarters, in these cases, will suspend payment of differential pending notification from the employee's permanent station of his return thereto.

4. This notice is equally applicable to ODACID employees and is effective as of 7 June 1953.

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